

**Schuyler-Steuben-Chemung-Tioga-Allegany  
Board of Cooperative Educational Services**  
9579 Vocational Drive, Painted Post, New York 14870-9518  
Phone (607) 962-3175, 739-3581 or 324-7880 Fax (607) 654-2302

**Regular Board Meeting**

**April 3, 2012**

**Coopers Education Center, Bldg. 7**

**5:30 p.m.**

**PRESENT:** Apgar, Bleiler, Dickson, Everett, Gorman, Keddell, Moss, Peoples and Scott.

**ABSENT:** McConnell and Weyand.

**ALSO PRESENT:** District Superintendent Graefe; Directors: Drake, Heher, Johnson (A: 5:32 p.m.), Manning, Moschetti, Munson, Pierce and Weinman; Board Clerk: Hughson and Guest: Neil Bulkley.

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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Board Vice President Everett called the meeting to order and led the pledge of allegiance at 5:27 p.m.

**EXECUTIVE SESSION**

**12-092**

Upon the motion of Moss, seconded by Apgar, it is resolved to move to executive session at 5:27 p.m. to discuss two employment matters concerning particular persons and collective negotiations.

**CARRIED UNANIMOUSLY**

**OPEN SESSION**

**12-093**

Upon the motion of Keddell, seconded by Apgar, it is resolved to move to open session at 5:46 p.m.

**CARRIED UNANIMOUSLY**

**2. PRIVILEGE OF THE FLOOR**

District Superintendent Graefe introduced GST BOCES Board Member nominee Neil Bulkley.

Board Member Moss expressed that the students inducted into the Coopers Education Center's National Honor Society this year were well accomplished and the BOCES teachers should be commended for the great job they have done.

**3. ACCEPTANCE OF THE AGENDA**

**12-094**

Upon the motion of Keddell, seconded by Apgar, it is resolved to accept the agenda.

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**12-095**

Upon the motion of Dickson, seconded by Gorman, it is resolved to approve the following Consensus Items:

**A. Approval of Minutes**

1. Regular Board Meeting – March 6, 2012

**B. Treasurer’s Reports – February 2012**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

**C. Internal Claims Auditor’s Reports – February 2012 as attached**

**CARRIED UNANIMOUSLY**

**5. FINANCE**

**12-096**

Upon the recommendation of the Superintendent, and on the motion of Dickson, seconded by Scott, it is resolved that the following finance actions are hereby taken:

**A. General Fund Establishments and Adjustments.**

**1. Budget Establishment for 2011-12:**

Item#	CoSer #	Title	In the Amount of
125-12	337.494	Speech Impaired w/ Monroe #1	\$1,934

This establishment will be supported as follows:

125-12	337.494	Canisteo-Greenwood-\$1,934
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**2. Budget Increases for 2011-12:**

Item #	CoSer #	Title	Increase	From	To
126-12	101.000	Career & Technical Education	\$ 25,936	\$14,713,098	\$14,739,034
127-12	401.000	Arts in Education	\$ 282	\$ 386,018	\$ 386,300
128-12	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 1,810	\$ 6,794	\$ 8,604
129-12	419.693	Academic Programs, Special Facilities w/ TST	\$ 1,360	\$ 2,125	\$ 3,485
130-12	430.000	Distance Learning	\$ 34,200	\$ 690,802	\$ 725,002
131-12	506.000	Curriculum Development	\$ 250	\$ 743,323	\$ 743,573
132-12	525.000	Staff Development	\$ 19,836	\$ 1,107,191	\$ 1,127,027
133-12	527.000	Instructional Materials (Science Center)	\$ 25,000	\$ 523,102	\$ 548,102
134-12	536.000	Model Schools	\$ 624	\$ 117,041	\$ 117,665
135-12	605.000	Computer Service: Management	\$ 16,048	\$11,269,707	\$11,285,755
136-12	608.000	Negotiations	\$ 1,200	\$ 299,436	\$ 300,636
137-12	609.000	Safety/Risk Management	\$ 850	\$ 580,179	\$ 581,209

These increases will be supported as follows:

126-12	101.000	Revenue received from Corning Community College, enrollment in ACE courses-\$25,936
127-12	401.000	Arkport-\$130 and Horseheads-\$152
128-12	416.494	Corning-\$1,810
129-12	419.693	Elmira-\$170, Odessa-Montour-\$425, Spencer-Van Etten-\$340 and Watkins Glen-\$425
130-12	430.000	Alfred-Almond-\$1,200 and Horseheads-\$33,000
131-12	506.000	Avoca-\$250
132-12	525.000	Corning-\$15,720 and Spencer Van Etten-\$4,116
133-12	527.000	Bradford-\$916, Campbell-Savona-\$3,244, Canisteo-Greenwood-\$3,931, Elmira-\$11,128 and Horseheads-\$5,781
134-12	536.000	Elmira Heights-\$624
135-12	605.000	Avoca-\$2,366, Bath-\$3,632, Hammondsport-\$1,199 Horseheads-\$8,491 and Genesee Valley BOCES (Keshequa-\$360)
136-12	608.000	Spencer-Van Etten-\$1,200
137-12	609.000	Elmira-\$310, Horseheads-\$300, Cayuga-Onondaga BOCES-\$160 and Miscellaneous Revenue-\$80

**3. Budget Decreases for 2011-12:**

Item #	CoSer #	Title	Decrease	From	To
138-12	336.494	Itinerant-Interpreter for the Deaf w/ Monroe #1	\$ 28,209	\$ 28,209	\$ 0
139-12	426.000	Exploratory Enrichment	\$ 22,729	\$ 132,106	\$ 109,377
140-12	537.000	School/Curriculum Improvement Planning	\$ 2,327	\$ 1,457,632	\$ 1,455,305

These decreases will be supported as follows:

138-12	336.494	Elmira-(\$28,209)
139-12	426.000	Elmira-(\$5,553), Horseheads (\$18,000) and Spencer Van Etten-\$824
140-12	537.000	Addison-\$1,518, Avoca-\$2,969, Corning-\$2,208, Elmira-\$5,553, Elmira Heights-(\$624), Horseheads-(\$15,000) and Watkins Glen-\$1,049

**4. Transfers within programs for 2011-12:**

**a. Transfers in excess of \$10,000.**

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
701	Operations & Maintenance	A701-8010-412-0-99 Electric & Gas		\$20,210.30
		A701-8010-417-0-99 Natural Gas		\$20,210.30
		A701-8010-206-3-00 Vehicle Purchase	\$20,210.30	
		A701-8010-206-3-00 Vehicle Purchase	\$20,210.30	
		<b>TOTAL</b>	<b>\$40,420.60</b>	<b>\$40,420.60</b>

**B. Federal Fund Establishments and Adjustments.**

**1. Budget Increase for 2011-12 for GST BOCES:**

a. The Summer Learning Experience budget is increased by \$15,819.08 due to donations to the program and roll over funds from prior years.

**2. Grant Increase for 2011-12:**

a. Southern Tier Teacher Center Network Grant is increased by \$32,297 from \$3,580 to \$35,877. This is additional funding in support of the Regents Reform agenda as it reflects the Race to the Top initiatives. Approval was received on March 2, 2012.

**C. Purchasing**

**1. Permission to bid to purchase the following:**

- a. Grocery, paper, equipment, milk, ice cream, bread and chemical products for 2012-2013 for various component and non-component districts in the Food Service Management Program and BOCES programs.
- b. Welding supplies for the Bush, Coopers and Wildwood Campuses for the 2012-13 fiscal year.
- c. Kitchen hood for Wildwood Campus CTE Culinary Arts program.

**2. Permission to request proposals for architectural and engineering services for GST BOCES.**

**D. Authorization to Pay the Following Membership Dues**

- 1. **National School Boards Association dues** in the amount of \$2,700 for 2012-13 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

**E. Approval of Grant Application**

1. **Approve the application for a Library Services and Technology Act (LSTA)** grant for a project entitled "Libraries, Learning & the Common Core" as attached.

CARRIED UNANIMOUSLY

The following Board Members agreed to serve on the Committee for item 5. C-2: review of proposals for architectural and engineering services for GST BOCES: Donald Keddell, Jay Dickson and William Peoples, Jr.

**6. PERSONNEL**

12-097

Upon the motion of Bleiler, seconded by Keddell, it is resolved to approve moving Personnel item 6. E-2 (Discontinuance of Employment – Cara Clarke) to 6. B-4 (Resignation – Cara Clarke).

CARRIED UNANIMOUSLY

12-098

Upon the recommendation of the Superintendent, and on the motion of Scott, seconded by Apgar, it is resolved that the following personnel actions are hereby taken:

**A. Retirements**

1. Eileen Allen, Position: Physical Therapist, 1.0 FTE, Effective: end of day April 27, 2012, Date of Hire: September 1, 1993.
2. Thomas Bevilacqua, Position: Teacher, 1.0 FTE, serving in the tenure area of Education of Children with Handicapping Conditions - General Special Education, Effective: June 23, 2012, Date of Hire: September 1, 1991.
3. Beverly Burt, Position: Account Clerk, 1.0 FTE, Effective: June 30, 2012, Date of Hire: November 1, 1983.
4. Brenda Haley, Position: Teacher Aide, 1.0 FTE, Effective: June 29, 2012, Date of Hire: September 5, 1989.
5. Shirley Harris, Position: Teacher Aide, 1.0 FTE, Effective: end of day March 1, 2012, Date of Hire: September 5, 1989.
6. Marilyn Phillips, Position: Administrative Assistant, 1.0 FTE, Effective: end of day June 29, 2012, Date of Hire: September 23, 1991.
7. Wilma Sullivan, Position: Senior Database Administrator, 1.0 FTE, Effective: June 30, 2012, Date of Hire: October 9, 1981.
8. Maxine Willett, Position: Teacher, 1.0 FTE, serving in the tenure area of Art, Effective: June 30, 2012, Date of Hire: September 1, 1992.

**B. Resignations**

1. Gregory Kern, Position: School Business Administrator, 1.0 FTE, Effective: end of day April 13, 2012, Date of Hire: October 1, 2009.
2. Brooke Monks, Position: Teacher Aide, 1.0 FTE, Effective: end of day March 23, 2012, Date of Hire: September 15, 2010.
3. Jay Borck, Position: Teacher, serving in the tenure area of Education of Children with Handicapping Conditions – Students with Disabilities (Grades 1-

- 6), Effective: May 3, 2012, Date of Hire: September 2, 2008.
4. Tammy Jones, Position: Cook Manager, full-time (1.0 FTE), Effective: end of day April 6, 2012, Date of Hire: September 10, 2007.

### **C. Elimination of Positions**

1. Computer Application Specialist, one full-time (1.0 FTE), 12 month position, effective March 17, 2012, due to retirements and the reconfiguration of duties within the BOCES, combining the duties of this position and the position of Senior Database Administrator, and the Civil Service reclassification of these two positions to Computer Operations Specialist.
2. Senior Database Administrator, one full-time (1.0 FTE), 12 month position, effective June 30, 2012, due to retirements and the reconfiguration of duties within the BOCES, combining the duties of this position and the position of Computer Application Specialist, and the Civil Service reclassification of these two positions to Computer Operations Specialist.
3. Account Clerk, one full-time (1.0 FTE), 12 month position, effective June 30, 2012.

### **D. Creation of Positions**

1. Computer Operations Specialist, one full-time (1.0 FTE), 12 month position, effective April 10, 2012, due to retirements and the reconfiguration of duties within the BOCES and the Civil Service reclassification of the positions of Computer Application Specialist and Senior Database Administrator.
2. Computer Application Specialist, one full-time (1.0 FTE), 12 month position, effective March 7, 2012, due to Civil Service reclassification of the position of Computer Program Assistant.

### **E. Discontinuation of Employment**

1. Cara Clarke, Position: Teacher, English Language Arts 7-12, full-time (1.0 FTE), Effective: May 3, 2012, Date of Hire: September 3, 2009, Reason: due to performance concerns.

### **F. Decrease or Increase to Positions**

1. Teacher, Deaf and Hearing Impaired, one part-time, 10 month, school calendar position, increased from .55 FTE to .6 FTE, effective March 13, 2012.
2. Instructional Technology Coordinator, one full-time (1.0 FTE), 12 month position, decreased to .5 FTE, effective March 19, 2012.

### **G. Increase in Assignment**

1. Carolyn Parker, Teacher, serving in the certification area of Deaf and Hearing Impaired, part-time, 10 month, school calendar position, increased from .55 FTE to .6 FTE, effective March 13, 2012.

## **H. Changes in Appointments**

1. Sarah Hilton, Physical Therapist, full-time (1.0 FTE), 10 month, school calendar position, from Probationary to Permanent, effective April 12, 2012, no change in salary.
2. Joshua Miller, Computer Services Coordinator, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective April 12, 2012, no change in salary.
3. Christina Wilson, Computer Program Assistant, promoted to Computer Application Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service Promotional, Provisional appointment, pending Civil Service Exam, effective March 7, 2012, salary \$19.05 per hour (grade 13, step 4, 8 hrs/day).

## **I. Juul Agreement**

1. Julie Powell, Teacher, serving in the tenure area of Education of Children with Handicapping Conditions - General Special Education, Professional Certification of Students with Disabilities – Grades 5-9 – Generalist, February 1, 2009 through January 31, 2014, continuation of Probationary Period through April 6, 2013 through a Juul Agreement.

## **J. Leave of Absence**

1. Timothy Cheresnowsky, Position: Teaching Assistant, Heavy Equipment program, Effective: March 19, 2012 through June 22, 2012.

## **K. Appointments**

1. Sara Balliett, Position: Instructional Technology Coordinator, part-time (.5 FTE), 12 month position, Effective: March 19, 2012, Certification: Professional, Library Media Specialist, February 1, 2010, Salary: \$70,116.00, pro-rated.
2. Emily Solometo, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month position, Competitive, Provisional Civil Service appointment, Effective: April 16, 2012, Salary: \$44,500.00, pro-rated.
3. Jana White, Position: Computer Operations Specialist, full-time (1.0 FTE), 12 month position, Competitive, Provisional Civil Service appointment, Effective: April 10, 2012, Salary: \$37,000.00, pro-rated.

## **L. Temporary Appointments**

1. Timothy Cheresnowsky, Position: Teacher, Welding program, full-time (1.0 FTE), 10 month, school calendar position, Effective: March 19, 2012 through June 22, 2012, Certification: no applicable certification, Salary: \$73,696.00, pro-rated (step 24).
2. Barbara Borrelli, Position: Teacher, Consultant, full-time (1.0 FTE), 10 month, school calendar position, Effective: March 19, 2012 through June 22, 2012, Certification: Permanent, Special Education, September 1, 1986, Salary: \$59,066.00, pro-rated (step 10 + 84 Graduate Credit Hours + dual Master's Degree + Certificate Stipend + Special Education Stipend).

**M. Mentoring Stipends**

1. Gary Acker mentoring Gregory Vanderpool, discontinue effective March 16, 2012, stipend of \$825 per year, pro-rated.

**N. Additional Compensation Sheet 2011-2012**

1. Labor Relations Specialist Facilitator/Hearing Officer, \$40.00 per hour, effective January 26, 2012.

**O. Report of Temporary and Substitute Personnel** as attached.

CARRIED UNANIMOUSLY

**7. PROGRAMS**

12-099

Upon the motion of Dickson, seconded by Peoples, it is resolved to approve the following program items:

**Field Trips**

- A. A field trip for the Bush Education Center's Conservation program as attached.
- B. A field trip for the Bush & Coopers Education Centers Culinary Arts programs as attached.
- C. A field trip for the Wildwood Education Center's Health Occupations program as attached.

**Textbooks**

- D. Textbooks purchase for Special Education program as attached.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT'S REPORT**

- A. None.

**9. SUPERINTENDENT'S REPORT**

12-100

Upon the motion of Keddell, seconded by Gorman, it is resolved to approve the following Board Policy:

- A. Board Policy - #9810 – Personnel & Negotiations – “Retirement Benefits for Non-Unit Employees” – as attached.

CARRIED UNANIMOUSLY

- B. SED update.

District Superintendent Graefe shared the following information:

1. New York State's 2012-2013 Budget adopted.

2. Deputy Commissioner of the Office of P-12 Education, Kenneth Slentz, came to our region and met with our Component Superintendents and BOCES staff regarding Annual Professional Performance Review (APPR) process and Race to the Top (RttT) funding.
3. Deputy Commissioner Slentz also met with a regional committee to discuss:
  - a. Regional Science, Technology, Engineering & Math (STEM) programs.
  - b. Wings of Eagles working collaboratively with BOCES to provide summer and after school programs through BOCES CoSers. Board Member Keddell shared information that was given to Deputy Commissioner Slentz for consideration by the New York State Education Department.

### **EXECUTIVE SESSION**

**12-101**

Upon the motion of Scott, seconded by Gorman, it is resolved to move to executive session at 6:03 p.m. to discuss two employment matters concerning particular persons and collective negotiations.

**CARRIED UNANIMOUSLY**

### **OPEN SESSION**

**12-102**

Upon the motion of Moss, seconded by Dickson, it is resolved to move to open session at 6:10 p.m.

**CARRIED UNANIMOUSLY**

### **10. ADJOURNMENT**

**12-103**

Upon the motion of Apgar, seconded by Gorman, it is resolved to adjourn the meeting at 6:10 p.m.

**CARRIED UNANIMOUSLY**

### **Next Meetings**

Meeting	Date/Time	Location
Regular	04/03/12, 5:00 p.m.	<b>Coopers</b> Education Ctr., Bldg. 7
Annual Budget Meeting	04/03/12, 6:00 p.m.	<b>Coopers</b> Education Ctr., Bldg. 7
Regular	05/08/12, 5:30 p.m.	<b>Coopers</b> Education Ctr., Bldg. 8

Respectfully Submitted,

dlh  
April 4, 2012

Doretta L. Hughson  
Board Clerk